



## Southwest Michigan Building Authority

June 25, 2020

8:30 a.m.

### **Zoom Meeting**

Meeting Link: [Click Here](#)

Meeting ID: 846 9707 5844

Call-in Number: +1 312 626 6799 US (Chicago)

Citizen Comments should be submitted in writing via email to [info@swmiba.org](mailto:info@swmiba.org) by June 24<sup>th</sup>, and will be read aloud during that portion of the meeting.

The public is welcome to join this meeting, but we ask you remain muted.

## Agenda

1. Call to Order
2. Citizen Comments on Non-Agenda Items
  - a. Reading of Public Comments – Kyle Gibson
3. Consent Agenda
  - a. Meeting Minutes – May 28, 2020 Regular Meeting
  - b. May 2020 Receipts & Disbursements Report
  - c. May 2020 Permits / Inspections Report
4. Board Discussion of SMBA Vehicle Replacement
5. Board Discussion of Staffing Needs
6. Board Discussion of Budget
7. Chair Report
8. Other Business
9. Adjournment

Southwest Michigan Building Authority  
**May 28, 2020**

The SMBA regular meeting was held via Webex. Chair Farmer called the meeting to order at 8:30 a.m.

**Present:**

Dusty Farmer, Board Chair, Oshtemo Representative  
Carol DeHaan, Cooper Representative  
Jeff Sorensen, Cooper Representative  
Grant Taylor, Oshtemo Representative  
Larry Stehouwer, Citizen at Large Representative

Also present were Building Official Garrett Reitenour, SMBA Attorney Jim Porter, Cooper Township Assessing Assistant Starr Adams, Cooper Township Assessor Kim Kars-Bos, and Administrative Assistant Kyle Gibson acting as board secretary.

**Citizen Comments on Non-Agenda Items**

No public comment was provided.

**Consent Agenda**

Meeting Minutes – April 23, 2020 Regular Meeting

April Receipts & Disbursements Report

April Permits/Inspections Report

Motion by Grant Taylor, second by Larry Stehouwer to approve the consent agenda.

A **roll call vote** was taken showing:

Yes: Dusty Farmer, Carol DeHaan, Jeff Sorensen, Grant Taylor, Larry Stehouwer

No: None

Abstain: None

The motion was carried 5-0.

**Board Discussion of Expired Permits**

Cooper Township representatives questioned how expired permit notices are processed by SMBA. Building Official Reitenour provided clarification on SMBA's process and noted that the notices were hampered by the COVID-19 shutdown.

No board action was taken.

**Board Discussion of COVID-19 Return to Work Plan**

Attorney Porter recommended that SMBA be rolled into the Oshtemo Township state-mandated return to work plan (RTWP). Building Official Reitenour shared his concerns over a lack of communication regarding the Oshtemo RTWP. Chair Farmer provided insight and shared some basics of the draft plan. Building Official Reitenour was directed to coordinate directly with Oshtemo Township Staff regarding the development of the plan.

A motion was made by Jeff Sorensen and seconded by Grant Taylor to adopt the Oshtemo Township RTWP once it is approved by the Oshtemo Township Board.

A **roll call vote** was taken showing:

Yes: Dusty Farmer, Carol DeHaan, Jeff Sorensen, Grant Taylor, Larry Stehouwer

No: None

Abstain: None

The motion was carried 5-0.

### **Chair Report**

Chair Farmer requested feedback from Building Official Reitenour regarding citizen complaints and working without permits relating to the COVID-19 shutdown. Building Official Reitenour shared that things have started to settle down now that SMBA has re-established a community presence.

No board action was taken.

### **Other Business**

Chair Farmer noted that she received an email from a citizen who had joined the meeting during the meeting. Board consensus was that the question was best suited to a Freedom of Information Act request.

No board action was taken.

Chair Farmer adjourned the meeting at 9:00 a.m.

Next Regular Meeting – June 25<sup>th</sup> – 8:30 a.m.

PAID						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
BCBS 1224	BLUE CROSS BLUE SHIELD OF MICHIGAN PO BOX 674416 DETROIT MI, 48267	05/20/2020 05/20/2020 / / 05/20/2020	007043238  0.0000	SWBA N N N	HEALTH INSURANCE JUNE 2020	3,535.01 0.00 3,535.01

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-71600	Health Insurance	3,535.01

VENDOR TOTAL: 3,535.01

EOROPEZA 1212	ELVIRA OROPEZA 927 PICCADILLY RD KALAMAZOO MI, 49006	05/06/2020 05/06/2020 / / 05/06/2020	2020-05-06.1  0.0000	SWBA N N N	CELL PHONE REIMBURSEMENT MAR + APR 2	100.00 0.00 100.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	100.00

EOROPEZA 1228	ELVIRA OROPEZA 927 PICCADILLY RD KALAMAZOO MI, 49006	05/20/2020 05/20/2020 / / 05/20/2020	2020-05-20.3  0.0000	SWBA N N N	MAY 2020 CELL PHONE REIMBURSEMENT	50.00 0.00 50.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 150.00

REITENOURG 1217	GARRETT REITENOUR 35063 23RD ST KALAMAZOO MI, 49009	05/05/2020 05/06/2020 / / 05/06/2020	2020-05-06.6  0.0000	SWBA N N N	REIMBURSEMENT FOR PHONE USAGE MAY 20	50.00 0.00 50.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

VENDOR TOTAL: 50.00

User: kgibson  
 DB: Smba

PAID						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
0004	GARYAIRE, LLC	05/06/2020	2020-05-06.3	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
1214	6323 WINDDRIFT AVE	05/06/2020		N		150.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		05/06/2020		Y		150.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	100.00
542-371-81200	Mechanical Inspector	50.00
		<u>150.00</u>

0004	GARYAIRE, LLC	05/20/2020	2020-05-20.5	SWBA	PLUMBING / MECHANICAL INSPECTIONS	
1230	6323 WINDDRIFT AVE	05/20/2020		N		350.00
	KALAMAZOO MI, 49009	/ /	0.0000	N		0.00
		05/20/2020		Y		350.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81300	Plumbing Inspector	100.00
542-371-81200	Mechanical Inspector	250.00
		<u>350.00</u>

VENDOR TOTAL: 500.00

MISC	HANSONS WINDOWS & SIDING	05/06/2020	00030063	SWBA	BD Payment Refund	
1211	977 EAST 14 MILE RD	05/06/2020		N		0.00
	TROY MI, 48083	05/06/2020	0.0000	N		0.00
		05/06/2020		N		30.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-001-61600	06. Re-roofing/Re-siding	30.00

VENDOR TOTAL: 30.00

		PAID					
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
KGIBSON	KYLE GIBSON	05/06/2020	2020-05-06.2	SWBA	CELL PHONE REIMBURSEMENT	MAR + APR 2	
1213		05/06/2020		N			100.00
	,	/ /	0.0000	N			0.00
		05/06/2020		N			100.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	100.00

KGIBSON	KYLE GIBSON	05/20/2020	2020-05-20.1	SWBA	MAY 2020 CELL PHONE REIMBURSEMENT		
1221		05/20/2020		N			50.00
	,	/ /	0.0000	N			0.00
		05/20/2020		N			50.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	50.00

KGIBSON	KYLE GIBSON	05/20/2020	2020-05-20.2	SWBA	REIMBURSEMENT FOR PURCHASE OF STAMPS		
1222		05/20/2020		N			110.00
	,	/ /	0.0000	N			0.00
		05/20/2020		N			110.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	110.00

VENDOR TOTAL: 260.00

TECH	MIH MICHIGAN LLC DBA SECANT TECH	05/06/2020	29918299	SWBA	CLOUD HOSTING SERVICES		
1219	6395 TECHNOLOGY AVE STE A	05/06/2020		N			1,441.00
	KALAMAZOO MI, 49009	/ /	0.0000	N			0.00
		06/01/2020		N			1,441.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	1,441.00

VENDOR TOTAL: 1,441.00

PAID						
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
0019	MP SERVICES LLC	05/06/2020	2020-05-06.5	SWBA	MECHANICAL / PLUMBING INSPECTIONS	
1216	426 SARAH LN	05/06/2020		N		50.00
	COLDWATER MI, 49036	/ /	0.0000	N		0.00
		05/06/2020		Y		50.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	50.00

0019	MP SERVICES LLC	05/20/2020	2020-05-20.4	SWBA	MECHANICAL / PLUMBING INSPECTIONS	
1229	426 SARAH LN	05/20/2020		N		1,100.00
	COLDWATER MI, 49036	/ /	0.0000	N		0.00
		05/20/2020		Y		1,100.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81200	Mechanical Inspector	400.00
542-371-81300	Plumbing Inspector	700.00
		<u>1,100.00</u>

VENDOR TOTAL: 1,150.00

OFFICE DEP	OFFICE DEPOT	05/20/2020	486115071001	SWBA	OFFICE SUPPLIES	
1225	PO BOX 633301	05/20/2020		N		120.78
	CINCINNATI OH, 45263-3301	/ /	0.0000	N		0.00
		05/24/2020		N		120.78

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-72800	Supplies	120.78

VENDOR TOTAL: 120.78

REDMOND	REDMOND ENGINEERING & DESIGN	05/05/2020	1	SWBA	FIRE PROTECTION PLAN REVIEW ASHLEY H	
1218	9593 REVERE DR	05/06/2020		N		250.00
	VAN BUREN TWP MI, 48111-1677	/ /	0.0000	N		0.00
		05/06/2020		Y		250.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81101	Plan Review	250.00

VENDOR TOTAL: 250.00

User: kgibson  
 DB: Smba

		PAID					
Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
SIEGFRIED 1223	SIEGFRIED CRANDALL P.C. 246 E KILGORE KALAMAZOO MI, 49002	05/20/2020 05/20/2020 / / 05/20/2020	102779  0.0000	SWBA N N N	ACCOUNTING SERVICES		3,360.00 0.00 3,360.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82500	Accounting/Audit Fees	3,360.00

VENDOR TOTAL: 3,360.00

SPRINT 1227	SPRINT PO BOX 4181 CAROL STREAM IL, 60197	05/20/2020 05/20/2020 / / 05/28/2020	144563305-019  0.0000	SWBA N N N	HOTSPOT USAGE APR + MAY 2020		137.32 0.00 137.32
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-82700	IT Support/Website Host	68.66
542-371-82700	IT Support/Website Host	68.66
		<u>137.32</u>

VENDOR TOTAL: 137.32

PHONE 1226	TELNET WORLDWIDE 8020 SOLUTIONS CENTER CHICAGO IL, 60677-8000	05/20/2020 05/20/2020 / / 05/28/2020	194029  0.0000	SWBA N N N	PHONE MAY 2020		386.05 0.00 386.05
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-85300	Telephone	386.05

VENDOR TOTAL: 386.05

0020 1220	VISA PO 6818 CAROL STREAM IL, 60197-6818	05/06/2020 05/06/2020 / / 05/06/2020	2020-05-06.7  0.0000	SWBA N N N	VISA APRIL 2020		203.88 0.00 203.88
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-75100	Vehicle Gas/Maintenance	203.88



PAID

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 203.88

0023	WILLIAM WILCOX	05/06/2020	2020-05-06.4	SWBA	ELECTRICAL INSPECTIONS	
1215	38159 24TH ST	05/06/2020		N		100.00
	MATTAWAN MI, 49071	/ /	0.0000	N		0.00
		05/06/2020		Y		100.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
542-371-81100	Electrical Inspector	100.00

VENDOR TOTAL: 100.00

TOTAL - ALL VENDORS: 11,674.04

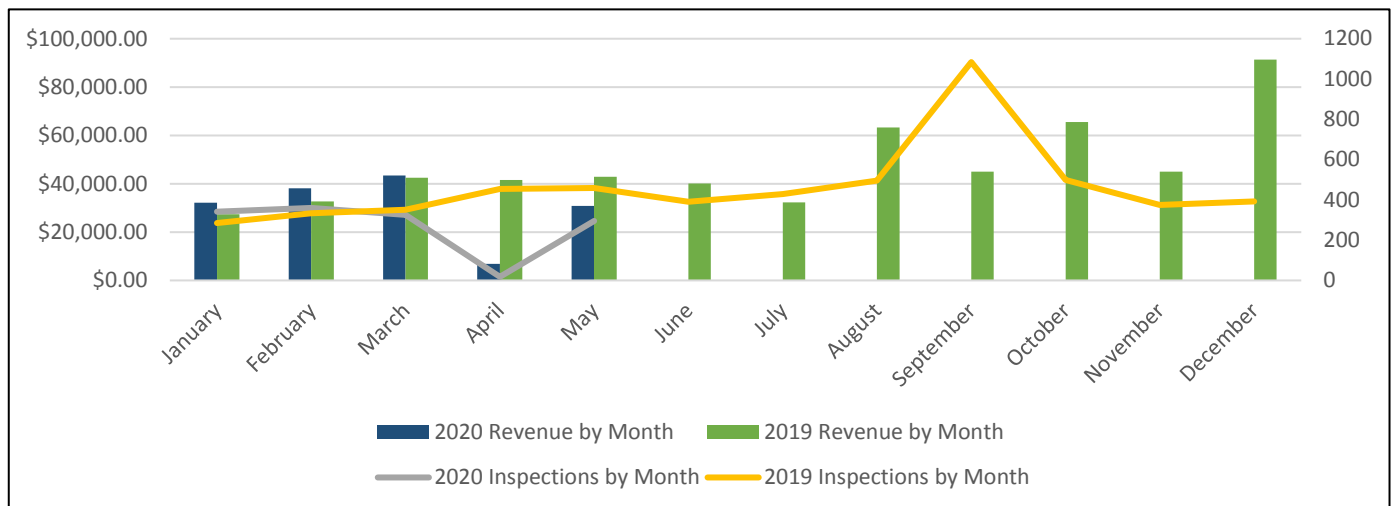
Reporting Month: **May** 2020 Prepared By: Kyle Gibson

### Permit Revenue

	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo	36	33	38	34	141
Revenue	\$10,827.00	\$4,302.00	\$4,991.10	\$3,816.00	\$23,936.10
YTD Oshtemo	129	95	133	130	487
YTD Revenue	\$51,943.50	\$25,652.00	\$21,040.10	\$16,151.00	\$114,786.60
Cooper	11	5	8	5	29
Revenue	\$3,797.00	\$1,224.00	\$892.00	\$922.00	\$6,835.00
YTD Cooper	40	37	43	19	139
YTD Revenue	\$15,469.00	\$9,149.00	\$6,433.00	\$4,992.00	\$36,043.00
Total Permits	47	38	46	39	170
Total Revenue	\$14,624.00	\$5,526.00	\$5,883.10	\$4,738.00	\$30,771.10
YTD Total Permits	169	132	176	149	<b>626</b>
YTD Total Revenue	\$67,412.50	\$34,801.00	\$27,473.10	\$21,143.00	<b>\$150,829.60</b>

### Inspections

	Building	Electrical	Mechanical	Plumbing	Totals
Oshtemo Inspections	102	46	39	39	226
Cooper Inspections	26	19	14	10	69
YTD Oshtemo Inspections	427	206	176	232	1041
YTD Cooper Inspections	138	81	59	49	327
Total Inspections	128	65	53	49	295
YTD Total Inspections	565	287	235	281	<b>1368</b>



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	\$355,097.18	\$316,827.94	\$292,711.45	\$312,627.13	\$305,033.67	\$317,144.90	\$313,084.42	\$328,952.71	\$328,034.45	\$339,176.51	\$368,209.64	\$355,724.53
2019	\$309,114.20	\$300,098.15	\$303,811.00	\$246,716.30	\$247,770.31	\$279,624.65	\$315,434.78	\$341,724.68	\$362,110.12	\$442,134.66	\$330,290.83	\$384,052.26
2020	\$363,688.08	\$374,395.69	\$367,084.01	\$364,749.52	\$366,304.26							

